

 <p style="text-align: center;">ADMINISTRATIVE REGULATION</p> <p style="text-align: center;">STATE OF ARKANSAS</p> <p style="text-align: center;">BOARD OF CORRECTION AND COMMUNITY PUNISHMENT</p>	Section Number: AR 1.1	Page Number: 1
	Board Approval Date: 5/18/95	
	Supersedes: N/A	Dated:
	Reference:	Effective Date: 6/30/95
SUBJECT: POLICY AND PROCEDURE DEVELOPMENT		

- I. **AUTHORITY.** The Board of Correction and Community Punishment (BCCP) is vested with the authority to promulgate this Administrative Regulation by Acts 548 and 549 of 1993 (Ark. Code Ann. §§ 12-27-105 and 16-93-1203 (Michie Supp. 1993)).
- II. **APPLICABILITY.** This policy applies to employees of the Department of Community Punishment (DCP).
- III. **POLICY.** A manual of policies and procedures shall be developed and maintained. The DCP shall recommend to the BCCP, Administrative Regulations necessary to guide the operations of the DCP within the constraints of applicable laws, mandates and other guidelines. DCP Directives and Memoranda required for lawful, safe, orderly and responsible operations and consistent with policy expressed in BCCP Administrative Regulations shall be developed and distributed to express DCP philosophy, goals and operational procedures.
- IV. **DEFINITIONS.**
 - A. **POLICY.** Principles that guide daily activities toward meeting the Department of Community Punishment mission.
 - B. **PROCEDURES.** Detailed and sequential actions to implement policy. They are a method of performing an operation or a manner of proceeding on a course of action. Procedures differ from policy in that they direct action to perform a specific task within the guidelines of policy.
 - C. **ADMINISTRATIVE REGULATION (ARs).** Official statements of general policy which guide the DCP. ARs are reviewed and approved by the BCCP and filed in accordance with Ark. Code Ann. § 10-3-309 and Ark. Code Ann. §§ 25-15-201 through 25-15-214.

 <p style="text-align: center;"> ADMINISTRATIVE REGULATION STATE OF ARKANSAS BOARD OF CORRECTION AND COMMUNITY PUNISHMENT </p>	Section Number: AR 1.1	Page Number: 2
	Board Approval Date: 5/18/95	
	Supersedes: N/A	Dated:
	Reference:	Effective Date: 6/30/95
SUBJECT: POLICY AND PROCEDURE DEVELOPMENT		


- D. ADMINISTRATIVE DIRECTIVES (ADs).** Official statements by the Director which provide DCP philosophy, goals and operational procedures and are based on Administrative Regulations, laws and other departmental guidance.
- E. ADMINISTRATIVE MEMORANDA (AMs).** Official statements of a Deputy or Assistant Director providing procedures for a particular area of the DCP. AMs are consistent with ARs and ADs.
- F. TRAINING.** Organized, planned and evaluated activity designed to achieve mastery of skills and tasks. Training is a means of teaching the intent of policies and procedures as they apply to various situations and circumstances.
- V. EXPLANATION.** A thoughtful, comprehensive and well written DCP policy manual will serve as a management tool to promote professionalism, efficiency and consistency. It will serve as a source for development of staff training programs, introduce new ideas and practices and may be a basis for measurement of staff performance. Administrative Regulations will follow the format shown on page 4.
- A. Recommended ARs shall be presented to the BCCP for approval.
 - B. Administrative Regulations, Directives and Memoranda shall be reviewed annually for continued compliance with laws, guidelines, directives and efficient operations of the DCP.
 - C. Administrative Regulations, Directives and Memoranda shall be distributed appropriately within the DCP and persons on the distribution list shall maintain a current manual available to employees.
 - D. Administrative Regulations and Directives applicable to residents shall be identified by an appropriate index and maintained in Community Punishment Center Libraries.
 - E. Approved policies will be filed by DCP as required by guidance in paragraph IV.C above.

 <p style="text-align: center;"> ADMINISTRATIVE REGULATION STATE OF ARKANSAS BOARD OF CORRECTION AND COMMUNITY PUNISHMENT </p>	Section Number: AR 1.1	Page Number: 3
	Board Approval Date: 5/18/95	
	Supersedes: N/A	Dated:
	Reference:	Effective Date: 6/30/95
SUBJECT: POLICY AND PROCEDURE DEVELOPMENT		

F. Appropriate pre-service and in-service training to facilitate employee understanding of policy and procedures shall be conducted.

VI. REFERENCES. Blacks Law Dictionary 1157 (6th ed. 1990), American Correctional Association, Guidelines for the Development of Policies and Procedures, Adult Probation and Parole Field Services and Adult Parole Authorities, June 1981.

VII. STANDARDS. American Correctional Association standards 2-2009 through 2-2012, 2-2016, 2-3003, 2-3009, 2-3011, 2-3014 and 2-3015.

 <p style="text-align: center;"> ADMINISTRATIVE REGULATION STATE OF ARKANSAS BOARD OF CORRECTION AND COMMUNITY PUNISHMENT </p>	Section Number: AR 1.1	Page Number: 4
	Board Approval Date: 5/18/95	
	Supersedes: N/A	Dated:
	Reference:	Effective Date: 6/30/95
SUBJECT: POLICY AND PROCEDURE DEVELOPMENT		

SAMPLE ADMINISTRATIVE REGULATION FORMAT

- I. AUTHORITY.**
- II. APPLICABILITY.**
- III. POLICY.**
- IV. PURPOSE.** (Optional)
- V. DEFINITIONS.** (When Needed)
- VI. EXPLANATION OR PROCEDURES.** (When Needed)
- VII. (OTHER RELEVANT CATEGORIES WHEN APPROPRIATE)**
- VIII. REFERENCES.** (When appropriate)
- IX. STANDARDS.** (When appropriate)